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16 April 1953

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MEMORANDUM FOR: Chief, Support Staff

SUBJECT : Weekly Activity Report

ITEMS OF ADMINISTRATION

1. General -

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a. Arrangements are being made with the Liaison Control Branch, FI to establish [redacted] personnel while in Washington, D. C.

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b. The second group of [redacted] language students reported to OTR for processing for the [redacted] Language School. Both students will encumber JOT slots while undergoing training [redacted]

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c. By agreement with Mr. [redacted] of the Logistics Office, surplus materials and equipment from the construction phase [redacted] will be retained at the installation pending determination of the construction of women's dormitories.

2. Personnel -

a. A formal comment on the proposed Agency notice, "Utilization of Military Personnel," has been submitted to the Assistant Director (Personnel).

3. Services and Supply -

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a. OTR parking permit reassignments have been made and a current list showing changes in permit holders and license numbers is being prepared for submission to the General Services Office.

b. Mr. [redacted] will be moved from Room 10, Building [redacted] on Thursday, 16 April. His telephone numbers will [redacted]

4. Budget and Fiscal -

a. An analysis of OTR funds obligated for training during FY-53 through 28 March 1953 has been completed. Summaries will be distributed to each TR(G) division. Additional summaries have been given to PP/TR(G) for dissemination to Agency Offices accompanied by a request for FY-54 and FY-55 requirements.

25 YEAR RE-REVIEW

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b. [] Finance Procedures revision was completed and forwarded to Comptroller for approval.

c. Final revision of [] Recreation Hall Plan completed for concurrence of D/TR and submission to DD/A for approval.

d. A discussion was held with [] concerning obligations for the balance of FY-53 and anticipated changes in FY-54 programs.

e. Analysis submitted to Finance covering individual Quarters and [] deductions since activation of []

[]
Administrative Officer, OTR

Attachment: [] report

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